

*Justice Information Network*

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Program Director

# **SUMMARY OFFENDER PROFILE**

## **Quick Start Guide**

**June 2004 (DRAFT)**

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## **1. Summary Offender Profile Application**

The Summary Offender Profile (SOP) application allows consolidated access to an offender's criminal history and current status in the Washington State Justice System. SOP is built on an architecture that involves the submission of a query from a standard web browser through a standard web server.

## **2. Help and User manuals**

This guide is a very basic training tool. Another source of information is each agency administrator for SOP. The application also includes "roll-over" help to explain the function of action buttons or other labels. Roll-over help opens a window with a short explanation whenever the cursor is moved over the top of the word, phrase, or button in question.

## **3. SOP Application Access Security**

The SOP application does not have a full-time administrator. Many of its administrative functions (account creation, password change, etc.) are automated or delegated to administrators at each justice agency. All users must be associated with one of the Justice Agencies that have been granted access to SOP. The agency must have an originating identifier (ORI) and the individual must be certified at level 1 or 2 for use of the Washington Crime Information Center (WACIC), National Crime Information Center (NCIC), and A Central Computerized Enforcement Service System (ACCESS). If the individual is not certified, SOP can be used, but the user must become certified within six months. Certification can be arranged by contacting the terminal agency coordinator (TAC) for the organization. Certification is only needed to level 1 for inquiry. If you cannot find the TAC, contact WSP ACCESS support at (360) 705-5999 selection 1.

The administrator in each agency manages user accounts and access for their agency users. After receipt of a request for access, the administrator will validate the need, verify security and issue a login name and password.

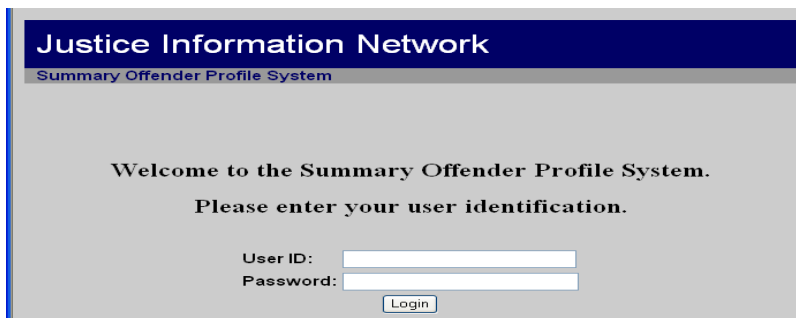
## **4. Creating an Account**

1. Login to the application (<http://sop.jin.wa.gov/login.jsp> inside the Fortress , <https://wws2.wa.gov/login/jin/sop/> outside.
2. .Enter “ SOP-NEWACCOUNT” in the user id field, “Bb123456” as the password.
3. SOP will email the account info to the user if they exist in the WSP training list. If not, the request will be emailed to the agency administrator.
4. SOP will create the needed information for a FORTRESS batch load.
5. The user will need to change their password on first login

## 5. Entering SOP

Users can access SOP through an Internet browser

1. **Starting/signing on to SOP:**
2. Users inside the Fortress should point their browser to <http://sop.jin.wa.gov/login.jsp>. Those outside the Fortress should go to <https://wws2.wa.gov/login/jin/sop/>.
3. In the Login Window, type your access identification code in upper case characters.
4. Type your password in the provided field. Passwords must meet DIS requirements for use and construction.<sup>1</sup>
5. Click **LOGON** or press **Enter**.
6. The first screen you should see upon successful Sign On is the **INBOX** screen



The screenshot shows a web browser window with a dark blue header bar containing the text "Justice Information Network" in white. Below the header, in a smaller font, is "Summary Offender Profile System". The main content area is light gray and contains the following text: "Welcome to the Summary Offender Profile System." followed by "Please enter your user identification." Below this text are two input fields: "User ID:" and "Password:". To the right of each label is a white text box. Below the "Password:" field is a small button labeled "Login".

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<sup>1</sup> <http://fortress.wa.gov/dshs/maa/download/download/DSHS%20IT%20Security%20Policy.pdf>

## 6. The INBOX display and operations

The inbox may contain up to 100 searches. **To save queries, a user must check the "Save Query" box before the query is submitted.** If the inbox is full when a query is initiated, the oldest query is deleted. From the inbox, the user may display the previous results of a query or resubmit the same query for more current data.

### Inbox for Previous Searches:

1. Click **Inbox** in the left navigation pane.
2. Click **Date/Time Req** to display the results of the search at the time it was initiated.
3. Click **Delete** to erase the associated search from the inbox.
4. Click **Re-Query** to initiate a search for the most current data.

The screenshot displays two screenshots of the Justice Information Network (JIN) web application. The top screenshot shows the 'Inbox' page, and the bottom screenshot shows the 'Person Search' page.

**Top Screenshot: Inbox**

The header bar is dark blue with the text 'Justice Information Network' and 'Logoff | Help'. A small box on the right says 'Automatically fill in a form'. Below the header, the page title is 'Inbox' and the user information is 'LeDuc, Brian Wed, May 26, 2004'. On the left is a navigation menu with 'Inbox' highlighted. The main content area is a table with three columns: 'Date/Time Req', 'Query Criteria', and 'Delete' and 'Re-Query' buttons.

Date/Time Req	Query Criteria	Delete	Re-Query
<a href="#">05/25/2004, 03:43PM</a>	Peterson, Shaun, DOB/10/10/1974, RAC/U, SEX/M	Delete	Re-Query
<a href="#">05/25/2004, 03:24PM</a>	JEFFERSON, thomas, DOB/01/01/1976, RAC/U, SEX/M	Delete	Re-Query
<a href="#">05/24/2004, 05:25PM</a>	HARRIS, MIKE, DOB/10/10/1974, RAC/U, SEX/M	Delete	Re-Query

**Bottom Screenshot: Person Search**

The header bar is dark blue with the text 'Justice Information Network' and 'Logoff | Help'. Below the header, the page title is 'Person Search' and the user information is 'LeDuc, Brian Wed, May 26, 2004'. On the left is a navigation menu with 'Person Search' highlighted. The main content area is a form with various fields and a 'Submit' button.

Red with asterisk(\*) indicates required field.

First\*:  Middle:  Last\*:

Birthdate\*:  mm/dd/yyyy

Race\*:  Unknown

Sex\*:

SID#:  DOC#:  SSN#:

FBI#:  DL#:

Save Query? ☐ (checked = yes)

Reason for Search\*:

Comment\*:

Submit

## 7. Person Search

The Person Search screen is used to find an offender who has a record in the AOC or WSP systems. The person performing the search should have some information to match with the results obtained from the search. Follow these steps to search for an offender:

1. Click **Person Search** in the left navigation pane.
2. Complete the required fields: First Name, Last Name, Birth date, Reason for search, and Comment. Other fields may be included to fine tune the search (Remember to check "Save Query" if you foresee a need to document or resubmit the search).
3. Click **Submit** to run the search or **Clear** to start over.
4. Check the Query Status button to ensure it shows **Query Complete** before reviewing all of the results from the search. If it is not complete, (**Query Processing**) click the **More Data** button to finish retrieving all available information and complete the query.
5. Match the known information on the offender with the resulting records to confirm offender identification and select that offender by clicking the adjacent box.
6. Click **View Summary** to display a summary of information collected.

Justice Information Network [Logoff](#) | [Help](#)

Person Search LeDuc, Brian Wed, May 26, 2004

Inbox  
**Person Search**  
Vehicle Search  
Administer User  
Add User  
Change Password  
Logoff  
Help

Red with asterisk(\*) indicates required field.

First\*:  Middle:  Last\*:

Birthdate\*:  mm/dd/yyyy

Race\*:

Sex\*:

SID#:  DOC#:  SSN#:

FBI#:  DL#:

Save Query? ☐ (checked = yes)

Reason for Search\*:

Comment\*:

## 8. Search Results

The **Search Results** screen displays names found in at least one of the databases accessed by SOP. There is no particular sort order of these names, and the user must try to match the results with known information to ensure accuracy. Because the query is asynchronous, there may be times when some, but not all data is displayed. Although the user can examine preliminary results as the query finishes, data is not complete until **Query Complete** appears in the upper left corner of the screen.

Select names from the search results list and click **View Summary** to see the person record for the offender. The summary screen assumes that the user has determined that multiple records are the same person with minor data variations (such as an alias, middle initial or misspelling).

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[Inbox](#)  
[Person Search](#)  
[Search Results](#)  
[Vehicle Search](#)  
[Administer User](#)  
[Add User](#)  
[Change Password](#)  
[Logoff](#)  
[Help](#)

Search Results LeDuc, Brian Wed, May 26, 2004

Query Complete

\* ALL Warrants must be verified with the originating agency \*

\* Check all names believed to be same person or click name if only one result matches person in question \*

Name	Sex	Race	DOB	SS#	Source	Status
<input checked="" type="checkbox"/> <a href="#">PETERSON, SHAUN ALLEN</a> (1)	MALE	WHITE	03/01/1969	526749556 536749226 536749336 536749556 537749556	WSP	<b>WARRANT</b>
<input type="checkbox"/> <a href="#">PETERSON, SHAUN BRIAN</a> (1)	MALE	WHITE	10/14/1983	576232192	WSP	<b>Restraining Order</b>
<input checked="" type="checkbox"/> <a href="#">PETERSON, SHAUN</a> (1)	MALE	WHITE	08/10/1969		WSP	
<input checked="" type="checkbox"/> <a href="#">PETERSON, SHAUN ALLE</a> (8)					AOC2	
<input checked="" type="checkbox"/> <a href="#">PETERSON, SHAUN A</a> (61)	MALE	WHITE			WSP	
<input type="checkbox"/> <a href="#">UNFORMATTED RETURN</a> (1)					WSP	
<input type="checkbox"/> <a href="#">_</a> (1)					WSP	

View summary of checked names

Clear all checked

## 9. View Summary

1. On the **Search Results** screen, select one or more person records that match the same offender by clicking in the selection box to the left of each record.
2. Click **View Summary** to display the summary screen of the individual's information.

Justice Information Network				<a href="#">Logout</a>   <a href="#">Help</a>																																																																																																																					
		<b>Offender Info</b>		<b>LeDuc, Brian    Wed, May 26, 2004</b>																																																																																																																					
<a href="#">Inbox</a>	<b>Name:</b> PETERSON, SHAUN PETERSON, SHAUN A PETERSON, SHAUN ALLE PETERSON, SHAUN ALLEN		<b>Birthdate:</b> 03/01/1969 08/10/1969	<b>Birthplace:</b> WA																																																																																																																					
<a href="#">Person Search</a>	<b>Sex:</b> MALE		<b>Race:</b> WHITE	<b>Citizenship:</b> US																																																																																																																					
<a href="#">Search Results</a>	<b>Height (in):</b> 5-07 5-10		<b>Weight (lbs):</b> 120 175 185	<b>Hair Color:</b> BRO BROWN	<b>Eye Color:</b> BLU BLUE																																																																																																																				
<a href="#">Person Record</a>	<b>SSN#:</b> 526749556 536749226 536749336 536749556 537749556		<b>DOC#:</b>	<b>FBI#:</b> 606280HA4	<b>SID#:</b> WA12601538 WA16962108																																																																																																																				
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08/29/2003	Warrant		WSP <b>WARRANT</b>																																																																																																																						



## 10. Person Record

This screen displays the same personal information as the **Summary** screen and replaces the **Activity** information with address and phone data, fingerprint code, physical markings of identification, and known aliases.

Justice Information Network

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Inbox

Person Search

Search Results

Person Record

Criminal History

Warrants/Orders

Driver Record

Prison Record

Sentence Condition

Offender Info

Vehicle Search

Administer User

Logoff

Help

Person Record

LeDuc, Brian Wed, May 26, 2004

Name: PETERSON, SHAUN  
PETERSON, SHAUN A  
PETERSON, SHAUN ALLE  
PETERSON, SHAUN ALLEN

Sex: MALE

Height (in): 5-07  
5-10

SSN#: 526749556  
536749226  
536749336  
536749556  
537749556

Birthdate: 03/01/1969  
08/10/1969

Race: WHITE

Weight (lbs): 120  
175  
185

DOC#:

Citizenship: US

Hair Color: BRO  
BROWN

FBI#: 606280HA4

Birthplace: WA

Eye Color: BLU  
BLUE

SID#: WA12601538  
WA16962108

Missing  
Picture

Photo

NCIC/FBI Fingerprint Code:

Known Addresses

Date Reported

Phone #'s

Scars/Marks/Tatoos

Aliases

SC L HND

BURKE, SHAUN

SC R HND

COOK, SHAUN A

SC RF ARM

GREER, SHAUN

SC RF ARM

GREER, SHAUN

## 11. Employee & Contact Info (NOT OPERATIONAL)

This screen displays information about the offender's employment status. The top half of the screen displays the standard person information and the bottom half displays the work place, address, phone numbers and email address of the offender's employer. **(This function is not currently operational)**

### Employee & Contact Info:

1. After searching for, and selecting a person record from the results, click **Employee & Contact Info** in the left navigation pane.
2. Review contact information about the offender's employer.

## 12. Criminal History

This screen displays a summary of criminal activity extracted from multiple sources. Display information includes: offense code, a description of the activity, the RCW code, the class of offense, the offense date, name of the agency issuing the citation, disposition and disposition date, disposition agency, and the duration of the sentence as it applies to the description.

### Criminal History:

1. After searching for, and selecting a person record from the results, click **Criminal History** in the left navigation pane.
2. The Criminal History screen displays and further details are available by clicking **Warrants/Orders**.

Justice Information Network

[Logoff](#) | [Help](#)

Name: PETERSON, SHAUN PETERSON, SHAUN A PETERSON, SHAUN ALLE PETERSON, SHAUN ALLEN				Birthdate: 08/01/1989 08/10/1969		Birthplace: WA			
Sex: MALE		Race: WHITE		Citizenship: US		Eye Color: BLU BLUE			
Height (in): 5-07 5-10		Weight (lbs): 120 175 185		Hair Color: BRO BROWN					
SSN#: 526749556 536749226 536749336 536749556 537749556		DOC#:		FBI#: 606280HA4		SID#: WA12601538 WA16962108			

Offense Code	Description	RCW	Class	Offense Date	Agency	Disposition	Disposition Date	Disposition Agency	Sentence
07618	ATTEMPT TO ELUDE	46.61.024	CLASS C FELONY	06/13/1984	THURSTON COUNTY JUVENILE COURT	GUILTY		THURSTON COUNTY JUVENILE COURT	COMM SUPV - 12 MOS
02724	TAKING MOTOR VEHICLE WITHOUT PERMISSION	9A.56.070	CLASS C FELONY	06/13/1984	THURSTON COUNTY JUVENILE COURT	GUILTY		THURSTON COUNTY JUVENILE COURT	
07300	VUCSA	69.50.401	CLASS UNKNOWN	06/13/1984	THURSTON COUNTY JUVENILE COURT	GUILTY		THURSTON COUNTY JUVENILE COURT	

### 13. Warrants/Orders

This screen displays warrant and order activity collected from any of the searched agencies. All data is presented for display only. No updates may be made in SOP.

#### Warrants/Orders:

1. After searching for, and selecting a person record from the results, click **Warrants/Orders** in the left navigation pane.
2. Review the information.

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[Administer User](#)  
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Warrants/Orders

LeDuc, Brian Wed, May 26, 2004

Name: PETERSON, SHAUN  
PETERSON, SHAUN A  
PETERSON, SHAUN ALLE  
PETERSON, SHAUN ALLEN

Sex: MALE

Height (in): 5-07  
5-10

SSN#: 526749556  
536749226  
536749336  
536749556  
537749556

Race: WHITE

Weight (lbs): 120  
175  
185

DOC#:

Birthdate: 03/01/1969  
08/10/1969

Citizenship: US

Hair Color: BRO  
BROWN

FBI#: 606280HA4

Birthplace: WA

Eye Color: BLU  
BLUE

SID#: WA12601538  
WA16962108

Warrants:

Type	Date Ordered	Court	Short Title	Reason	Status Date	Warrant Number
MS	08/29/2003		0001	VIOLATE NCO/DWLS 3RD	09/04/2003 AT 1240 FROM OP11	CR191989

Orders:

Type	Date Ordered	Court	Expiration Date	Protects	Status	Status Date	Order Number
------	--------------	-------	-----------------	----------	--------	-------------	--------------

Page 9

## 14. Driver Record

This screen displays a history of driving violations with associated dates and information, drivers license information with expiration date, number of FTA's, DUI's and DWLS's, and other information.

### Driver Record:

1. After searching for, and selecting a person record from the results, click **Driver Record** in the left navigation pane.
2. Information related to the offender's driving record and license status is displayed.

This screen displays a history of prison activity as well as current status and location of the offender. Additional information is displayed, if available, to inform the user of special circumstances in language, employment location and contacts.

1. After searching for, and selecting a person record from the results, click **Prison Record** in the left navigation pane.

Trusted sites

## 16. Sentence Condition

This screen displays all of the data needed to identify the case and violations, and provides information on sentencing and conditions, judgment, disposition and associated Law Enforcement Agency.

### Sentence/Condition:

1. After searching for, and selecting a person record from the results, click **Sentence/Condition** in the left navigation pane.
2. View information on case and violations, proceeding results, sentencing and conditions of sentence, judgments, disposition and associated Law Enforcement Agency.

## Justice Information Network

[Logoff](#) | [Help](#)

**SEARCH RESULTS**

- Person Record
- Criminal History
- Warrants/Orders
- Driver Record
- Prison Record
- Sentence Condition**
- Offender Info
- Vehicle Search
- Administer User
- Logoff
- Help

PETERSON, SHAWN ALLEN  
PETERSON, SHAUN ALLEN

Sex: MALE      Race: WHITE      Citizenship: US

Height (in): 5-07      Weight (lbs): 120      Hair Color: BRO      Eye Color: BLU  
5-10      175      BROWN      BLUE

185

SSN#: 526749556      DOC#:      FBI#: 606280HA4      SID#: WA12601538  
536749226      WA16962106  
536749336  
536749556  
537749556

Case #	Type	Court	Violation Date	Short Title	Sentence/Conditions	Judgment	Case Disposition
92-1-03391-9	01	PIERCE CO SUPERIOR	01/01/1800	FORGERY	**COSTS/FINE/DAC CONV JAIL TIME PER MOD ORD OF 2-28-94 **	GUILTY YYN	JUDGMENT/ORDER/DECREE FILED
93-1-03760-2	01	PIERCE CO SUPERIOR	10/04/1993	THEFT2-NOFRM-THEFTDEFINTN	\$CA 110.00	YYN	JUDGMENT/ORDER/DECREE FILED
94-1-00876-7	01	PIERCE CO SUPERIOR	02/25/1994	PSSTOPROFDEG-PSSSTOPRODEF	\$FAPDR 100.00	GUILTY YYN	JUDGMENT/ORDER/DECREE FILED
95-1-02128-1	01	PIERCE CO SUPERIOR	04/15/1995	THEFT3-THEFTDEFINTN	\$RA 300.00	GUILTY YYN	JUDGMENT/ORDER/DECREE FILED
		PIERCE					

## 17. Offender Info

This screen displays information on offense history. An offense is listed as an "Activity" and the display shows the activity date, the type, description, source of the data, and SOP Link for information that leads to other information. (e.g. **Warrant**)

### Offender Info:

1. After searching for, and selecting a person record from the results, click **Offender Info** in the left navigation pane.
2. The person data remains on the top half of the page and information on offender activity (driver license report, arrests, etc.) is presented below.
3. Click any of the links available in the **SOP Link** column to go to the specific piece of information displayed.

## Justice Information Network

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[Search Results](#)  
[Person Record](#)  
[Criminal History](#)  
[Warrants/Orders](#)  
[Driver Record](#)  
[Prison Record](#)  
[Sentence Condition](#)  
**[Offender Info](#)**  
[Vehicle Search](#)  
[Administer User](#)  
[Logoff](#)  
[Help](#)

**PETERSON, SHAUN ALLE**  
PETERSON, SHAUN ALLEN

**Sex:** MALE

**Height (in):** 5-07  
5-10

**SSN#:** 526749556  
536749226  
536749336  
536749556  
537749556

**Race:** WHITE

**Weight (lbs):** 120  
175  
185

**DOC#:**

**Citizenship:** US

**Hair Color:** BRO  
BROWN

**FBI#:** 606280HA4

**Eye Color:** BLU  
BLUE

**SID#:** WA12601538  
WA16962108

Activity Date	Activity Type	Description	Source	SOP Link
06/13/1984	CriminalHistory	GUILTY:	WSP	
06/13/1984	CriminalHistory	GUILTY:	WSP	
06/13/1984	CriminalHistory	GUILTY:	WSP	
08/21/1985	CriminalHistory	GUILTY:	WSP	
08/21/1985	CriminalHistory	GUILTY:	WSP	
10/02/1987	CriminalHistory	GUILTY:	WSP	
10/18/1987	CriminalHistory	NO CHARGE FILED:	WSP	
10/18/1987	CriminalHistory	NO CHARGE FILED:	WSP	
01/22/1988	CriminalHistory	NO CHARGE FILED:	WSP	
01/22/1988	CriminalHistory	DISMISSED:	WSP	
04/27/1988	CriminalHistory	NO CHARGE FILED:	WSP	
06/23/1988	CriminalHistory	GUILTY:	WSP	
07/19/1988	CriminalHistory	NOT RECEIVED:	WSP	
07/19/1988	CriminalHistory	NOT RECEIVED:	WSP	
07/29/1988	CriminalHistory	NOT RECEIVED:	WSP	
01/11/1989	CriminalHistory	DISMISSED:	WSP	
06/26/1998	CriminalHistory	NOT FILED:	WSP	
06/26/1998	CriminalHistory	NOT FILED:	WSP	
06/26/1998	CriminalHistory	NOT FILED:	WSP	
06/26/1998	CriminalHistory	NOT FILED:	WSP	
09/15/2001	CriminalHistory	GUILTY:	WSP	
11/19/2001	CriminalHistory	NO CHARGE FILED:	WSP	
11/19/2001	CriminalHistory	GUILTY:	WSP	
04/29/1994	CriminalHistory	DISMISSED:	WSP	
	Corrections		WSP	
08/29/2003	Warrant		WSP	<b>WARRANT</b>

## 18. Vehicle Search

This screen is used to find a vehicle record within the system. The number displayed in parenthesis after the license plate number equates to the number of hits this license plate has in the collection of databases searched by SOP.

### Vehicle Search:

1. Click **Vehicle Search** in the left navigation pane.
2. As a minimum, the user must complete the required fields: License Plate or VIN, Reason for search, and Comment. Other fields may be included to refine the search (**Remember to check "Save Query," if necessary**)
3. Click **Submit**.
4. Check the Query Status button to ensure it shows "Query Complete." If the query is still processing, click the "**More data**" button to complete the query.

**Vehicle Search**

**License Plate\*:**

**OR VIN\*:**

**Save Query?** ☒ (checked = yes)

**Reason for Search\*:**

**Comment\*:**

[Query Complete](#)

**\* ALL Warrants must be verified with the originating agency \***

	Plate	License Year	Year	Make	Model	Upper	Lower	Source
<input type="checkbox"/>	<a href="#">843RDI WA</a> (1)	2003	1991	HONDA	CIV3D	WHITE	NO COLOR	WSP
<input type="button" value="View Summary"/>		<input type="button" value="Clear"/>						

**Vehicle Info**

<b>Year:</b>	1991	<b>License Number:</b>	843RDI
<b>Make:</b>	HONDA	<b>License Year:</b>	2003
<b>Model:</b>	CIV3D	<b>State:</b>	WA
<b>Upper Color:</b>	WHITE	<b>Name:</b>	LEDUC, BRIAN PAUL
<b>Lower Color:</b>	NO COLOR		

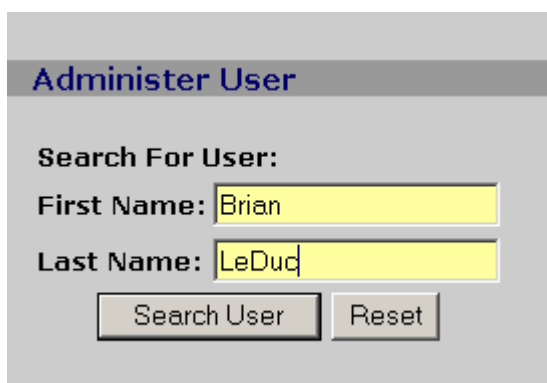


## 19. Administer User

This function is used by administrators to manage users of SOP. The first action available is a search screen to help find the correct record for update. An administrator can audit user history, edit user information, change a user password, and deactivate or reactivate user access to the application. Information presented to verify the correct user is Name, UserID, and the user's email address.

### Administer User:

1. Click **Administer User** in the left navigation pane.
2. Enter search criteria to find the user record of the person of interest and click **Search User**. Entering “%” will bring up the complete list of users.  
To begin a new search, click **Reset** to clear out the old data.
3. Select the user to update by clicking the radio button to the left of the user name.
4. Select the desired option from the push buttons along the bottom of the screen; Audit, Edit, Change Password, Deactivate, and Reactivate.

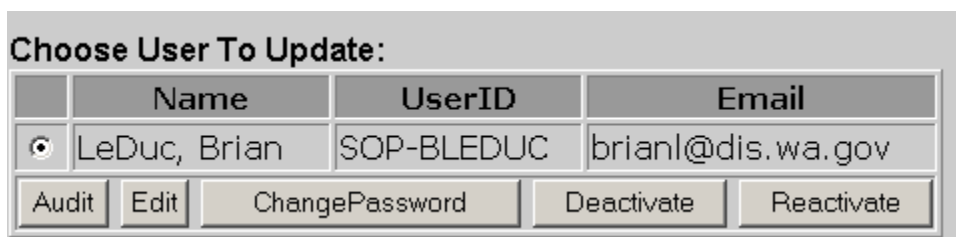


**Administer User**

**Search For User:**

**First Name:**

**Last Name:**



**Choose User To Update:**

	Name	UserID	Email
<input checked="" type="radio"/>	LeDuc, Brian	SOP-BLEDUC	brianl@dis.wa.gov

## 20. Audit User History

This screen displays a history of searches initiated by a user. The log retains date/time information, query criteria, and includes data from the "Reason" and "Comments" fields.

### Audit User History:

1. Click **Administer User** in the left navigation pane
2. Enter search criteria to find the user record of the person of interest and click **Search User**. To begin a new search, click **Reset** to clear out the old data.
3. Select the user to update by clicking the radio button to the left of the user name.
4. Click **Audit**. The **Audit History** screen displays time, query criteria used, reason, and comments for every search made on the system

Audit history for User ID:SOP-BLEDUC			
Time	Query Criteria	Reason	Comments
Wed May 26 14:03:01 PDT 2004	VEHICLE PLATE/843rdi	Administrative	test
Wed May 26 13:45:50 PDT 2004	Peterson, Shaun, DOB/10/10/1974, RAC/U, SEX/M	Administrative	test
Wed May 26 13:45:04 PDT 2004	Stuart, Jim, DOB/09/24/1973, RAC/U, SEX/M	Administrative	test
Tue May 25 15:43:33 PDT 2004	Peterson, Shaun, DOB/10/10/1974, RAC/U, SEX/M	Administrative	test
Tue May 25 15:29:55 PDT 2004	pETERSON, sHAUN, DOB/01/01/1974, RAC/U, SEX/M	Administrative	TEST
Tue May 25 15:27:22	HARRIS, MIKE, DOB/10/10/1974, RAC/U, SEX/M	Administrative	TEST

## 21. Edit User Information

This screen facilitates the update of a user record. The user whose record is being updated is clearly identified, and most fields have "roll-over" help to assist.

### Edit User Information:

1. Click **Administer User** in the left navigation pane
2. Enter search criteria to find the user record of the person of interest and click **Search User**. If a new search is needed, click **Reset**.
3. Select the user to update by clicking the radio button to the left of the user name.
4. Click **Edit** in the left navigation pane.
5. Change the appropriate data on the **Update Record** screen and click **Update user** at the bottom of the screen.

## 22. Change A User Password

This function is used by an agency's SOP administrator to change a user's SOP password.

### Change Another User's Password:

1. Click **Administer User** in the left navigation pane.
2. Enter a user name and click **Search User** (partial names are acceptable).
3. Select the desired user by clicking the radio button.
4. Click **Change Password**.
5. Complete the fields and click **Change Password**.
6. View a confirmation message of the changed password.

## 23. Deactivate/Reactivate User Access

This function allows the administrator to deactivate or re-activate a user.

### Deactivate/Reactivate User Access:

1. Click **Administer User** in the left navigation pane
2. Enter search criteria to find the user record of the person of interest and click **Search User**. To begin a new search, click **Reset** to clear out the old data.
3. Select the user to update by clicking the radio button to the left of the user name.
4. Click **Deactivate** or **Reactivate**, as desired.
5. A message is displayed that says, "User Reactivated" or "User Deactivated."

**Choose User To Update:**

	Name	UserID	Email	
<input checked="" type="radio"/>	LeDuc, Brian	SOP-BLEDUC	brianl@dis.wa.gov	
Audit	Edit	ChangePassword	Deactivate	Reactivate

## 24. Add User

This function is used to add new users into the SOP application, once they have been approved by their agency SOP administrator.

### Add User:

1. Click **Add User** in the left navigation pane
2. Fill out the form and click **Add User**
3. View confirmation screen for correct data on new user.

**Add User**

Inbox  
Person Search  
Search Results  
Vehicle Search  
Administer User  
**Add User**  
Change Password  
Logoff  
Help

User ID:

First Name:

Middle Name:

Last Name:

SSN (last 4):

Phone:

Email:

ORI:

Mnemonic:

Role:

Add User Reset

## 25. Change Your Own Password

This allows any user to change his/her own password. Since passwords do not display while being typed in the system, the user must recall the current password in order to make the change .

### Change Your Own Password:

1. Click **Change Password** in the left navigation pane
2. Enter a new password and repeat it for confirmation
3. Click **Change Password**
4. Complete the fields and click **Change Password**
5. No confirmation of password change is displayed.



The screenshot shows a web form titled "Change Password for User: SOP-BLEDUC". The form has a light gray background. It contains two text input fields: "New Password:" and "Confirm New Password:". Below these fields are two buttons: "Change Password" and "Reset".

**Change Password for User: SOP-BLEDUC**

New Password:

Confirm New Password:

## 26. Logoff

This function allows the SOP user to log off of the SOP application at any point during the use of the system, and from any screen.

### Logoff:

1. Click **Logoff** in the left navigation pane or the title bar
2. User is logged off, a logoff message displays, and a link is available to log back on.

Justice Information Network [Logoff](#) | [Help](#)

**Person Search**

**Inbox**  
**Person Search**  
[Vehicle Search](#)  
[Administer User](#)  
[Add User](#)  
[Change Password](#)  
[Logoff](#)  
[Help](#)

Red with asterisk(\*) indicates required field.

**First\*:**  **Middle:**

**Birthdate\*:**  mm/dd/yyyy

**Race\*:**

**Sex\*:**

Justice Information Network

Summary Offender Profile System

User , has been logged out.

[Log In](#)